



Parents Reaching Out

Office Administrator and Specialized Medical Equipment (SME) Processor Part-Time

Position Summary:

This dual-role position involves managing administrative office systems and supporting clients through the Medically Fragile Waiver Program. Responsibilities include office operations, specialized medical equipment (SME) order processing, data management, and communication with internal and external stakeholders. This role supports a seamless office environment while ensuring compliance with program-specific requirements.

Location:

Main Office in Albuquerque

Key Responsibilities:

- **Administrative Support:**
 - Serve as a point of contact for internal and external inquiries, including answering phones, responding to emails, and greeting visitors.
 - Track and maintain office supplies, coordinate travel arrangements, and manage incoming/outgoing mail.
 - Support staff by arranging meetings, maintaining calendars, and managing correspondence.
 - Maintain organizational databases and historical records.
- **Office Operations:**
 - Design and maintain filing systems, monitor clerical functions, and ensure smooth office operations.
 - Assist with planning and coordination of events, meetings, and conferences.
 - Manage publication printing and inventory.
- **SME Processing:**
 - Process client orders through the Medically Fragile Waiver Program while maintaining HIPAA compliance.
 - Track and process reimbursements, create tracking systems for client cases, and maintain accurate spreadsheets and files for order data.
 - Communicate with program managers, case managers, and clients professionally to ensure secure handling of confidential information.
 - Report to program managers and contract leads on a monthly, quarterly, and annual basis.
- **Cross-Program Collaboration:**
 - Assist with other programs and tasks as needed.



Parents Reaching Out

Desired Qualifications:

- Minimum two years of experience in an administrative role.
- Familiarity with working with individuals with disabilities and/or non-profit organizations is preferred.
- Proficiency in Microsoft Office and willingness to learn new software programs.
- Strong organizational, problem-solving, and communication skills.
- Bilingual in Spanish/English is preferred.

Education:

- Minimum high school diploma; associate degree preferred.

Physical Requirements:

- Ability to work in the office, with tasks requiring sitting or standing for extended periods.

Wage Range:

\$14.00 - \$17.00 per hour